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Molly M. Spearman – State Superintendent of Education



# **2019 Read to Succeed Summer Reading Camp**

## **Technical Assistance Webinar May 20, 2019**

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Molly M. Spearman – State Superintendent of Education

Welcome to the Read to Succeed Summer Reading Camps Technical Assistance Webinar. This is Taylor Seale, I handle the data and reports for the OELL. I'm also joined by Lisa Woodard from the Office of Research and Data Analysis.



## Webinar Objectives

- SRC Resources
- Data Collection-Microsoft Access

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Molly M. Spearman – State Superintendent of Education

The objectives for this webinar include updates for the following:

- SRC Resources
- Data Collection-Microsoft Access

## **On-Site Monitoring Visits**

- SCDE Literacy Specialists along with OELL team will conduct on-site monitoring visits during summer reading camps.
- The updated monitoring tool will be used to collect data during visits.

The monitoring visits will be unannounced. The SCDE Literacy Specialists and OELL team will reach out to their respective SRC point of contacts prior to the visit to gather information about field trip dates and to let you know they will be visiting at some point during the camp. It may be helpful to provide the SRC monitor a map of the classes with the SRC teacher labeled to support an efficient day of monitoring.



**Read to Succeed Summer Reading Camp (SRC) 2019 Monitoring Tool  
Supporting and Monitoring Sites**

*This tool will be calibrated to connect with the data submitted on Formstack.*

|             |  |                    |          |
|-------------|--|--------------------|----------|
| District    |  | SRC Site           |          |
| SRC Teacher |  | Number of Students |          |
| Grade Level |  | Date of Visit      |          |
| Observer    |  | Time In            | Time Out |

Scale Used:

- 1: Not Yet Observed- no evidence seen
- 2: In Progress- little evidence seen
- 3: Meeting- most evidence seen
- 4: Exceeding- full evidence seen

*Italicized items are not measured in online classrooms.*

**Fundamentals of Reading**

- Integrate an information (cueing) system that includes meaning (semantics), structure (syntax), visual (graphophonic), and pragmatics (schematic) to make meaning from text.
- Gain understanding by applying reading strategies of monitoring, searching, confirming, cross-checking, rereading, and self-correcting.
- Employ comprehension strategies before, during, and after reading text using schema, annotating, questioning, visualizing, drawing inferences, determining importance, summarizing, and synthesizing.
- Use metacognition to monitor meaning and adjust strategies while reading.
- Notice and analyze the styles and techniques authors use to help readers construct meaning.

**Environment**

- Teacher uses encouraging, enticing, and friendly language (voice, tone, humor, etc.)
- Classroom has a print-rich environment that supports reading and writing
- Daily agenda/schedule is posted and followed
- Anchor charts are co-created, with evidence of current strategies
- Classroom has accessible and age appropriate classroom libraries (digital libraries, student created materials, environmental print)
- Students have access to a school library stocked with age appropriate texts
- Desks/tables, mats, stools, balance balls are arranged to promote individual and group learning*

|   |   |   |   |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
|---|---|---|---|

Comments and Evidence:

- The Summer Reading Camp monitoring tool will be used by members of the OELL team. This year, the indicators are scored using a scale rather simply observed/not observed.
- We will report out averages at the state and district level, NOT at the school or teacher level.
- Districts will receive an unannounced monitoring visit. Every effort will be made to debrief with the SRC site coordinator on the day of the visit. A follow-up report will be sent to districts two to three business days following the visit.
- The monitoring tool and scoring guide are available online.

# SRC Monitoring Tool Scoring Guide

Scale Used:

| 1: Not Yet Observed<br>(no evidence seen) | 2: In Progress<br>(little/some evidence seen) | 3: Meeting<br>(most evidence seen) | 4: Exceeding<br>(full evidence seen) |
|---|---|------------------------------------|--------------------------------------|
|---|---|------------------------------------|--------------------------------------|

## Environment Indicators

| 1   | 2  | 3   | 4  |
|---|--|---|--|
| <ul style="list-style-type: none"> <li>Teacher does not use encouraging language</li> <li>The classroom is bare and the environment does not promote reading and writing</li> <li>Daily schedule is not posted or followed</li> <li>Classroom has no anchor charts</li> <li>Classroom has no library or one that is not accessible or age appropriate</li> <li>Students do not have access to the school library</li> <li>Classroom is not arranged for multiple learning styles</li> </ul> | <ul style="list-style-type: none"> <li>Teacher uses encouraging language some of the time</li> <li>The classroom is mostly bare/contains few elements that promote reading and writing</li> <li>Daily schedule is not posted or complete; or, daily schedule is posted but not followed</li> <li>Classroom has few anchor charts, teacher-created charts, and anchor charts are not aligned to instruction</li> <li>Classroom has a library but it is not accessible or only sometimes accessible, is not age-appropriate or few books are age-appropriate, etc.</li> <li>Students rarely have access to school library</li> <li>Classroom is poorly arranged for multiple learning styles, or cannot easily be configured to promote individual and group learning</li> </ul> | <ul style="list-style-type: none"> <li>Teacher uses encouraging language most of the time</li> <li>The classroom is mostly print-rich, and addresses reading, writing, or both</li> <li>Daily schedule is posted and mostly followed</li> <li>Classroom has anchor charts, including co-created charts. Most charts are aligned to current instruction</li> <li>Classroom has a library that is accessible at most times and mostly age-appropriate</li> <li>Students have access to the school library throughout most of the summer</li> <li>Classroom is mostly arranged to promote individual and group learning (i.e. may take a few instructional minutes to change the work station set-up)</li> </ul> | <ul style="list-style-type: none"> <li>Teacher uses encouraging, enticing, and friendly language</li> <li>The classroom has a print-rich environment that addresses both reading and writing</li> <li>Daily schedule is posted and followed</li> <li>Anchor charts are co-created, with evidence of current strategies</li> <li>Classroom has accessible and age appropriate classroom libraries (digital libraries, student created materials, environmental print)</li> <li>Students have access to the school library stocked with age appropriate texts</li> <li>Classroom is arranged to promote individual and group learning</li> </ul> |

-We also created a scoring guide to accompany the monitoring tool, which clearly outlines what each indicator covers.

## Field Trip Form

- In April, we sent a notification about the minimum instructional hours required during camps and guidelines for how to hold instructionally-based field trips.
- If your school or district is holding a field trip during the minimum instructional hours (96), you should complete the field trip form (found on the SRC webpage) outlining the instructional goals, standards, and classroom connections.
- Keep a copy of this completed form on hand physically or virtually—OELL staff members will discuss the forms when the conduct monitoring visits.
- *You do NOT need to complete this form if your field trip falls outside of the 96 hour requirement.*

# Webpage Resources

Instruction→Early Learning and Literacy→Read to Succeed→Summer Reading Camps

## Reporting Forms, Documents and Links

### 2018 - 2019

- [2019 Read to Succeed SRC Memo](#) (PDF - 02-19-19)
- [2019 SRC Webinar](#) (PDF)
- [2019 SRC FAQs](#) (PDF - 04/01/2019)
- [Field Trip Guidelines](#) (PDF - 04/01/2019)
- [SRC Data Collection Memo](#) (PDF - 05/17/2019)
- [Monitoring Tool](#) (PDF - 05/17/2019)
- [Monitoring Tool Scoring Guide](#) (PDF - 05/17/2019)
- [Field Trip Planning Form](#) (Word - 05/17/2019)

This is also where you will find a copy of these slides and the full webinar.



## **Updating District Information**

- Within the next week, you'll receive a copy of your original pre-camp survey data by email.
- If any of the information has changed (ie. a new school site was chosen or added), you can let us know through a follow-up email.

I will pass along these changes to Lisa, who may contact you about site changes if there is extra information she needs.

## **Data Collection**

- The Microsoft Access Database for your district is due by **August 9, 2019.**

If your districts has a summer reading camp that runs until the beginning of August, please reach out to me individually.

## **Summer Reading Camp Data Collection**

### **Where to Access the Database**

To retrieve your Access Database you will need to contact your District Technology Director/Coordinator.

A district technology staff person will download the file from the Advanced Data Transfer (ADT) System accessed through the South Carolina Department of Education (SCDE) Website under the Member Center.

The database will be uploaded to the ADT by the SCDE to the Technology Data Coordinator Folder and named SRC\_2019\_####. Where #### is your district's 4-digit identification number.

## **Summer Reading Camp Data Collection**

### **Where to Access the Database**

Once you have access to your database you will need to save it to a secure location on a computer easily accessed by all appropriate staff.

This computer will need to have a version of Microsoft Access no earlier than 2010.

The one database can be shared among multiple users.

The database should be loaded to a shared server location, so all users access the same database.

## **Summer Reading Camp Data Collection**

### **About Your Database**

Your database will be pre-populated with the following PowerSchool data collected as of the 135<sup>th</sup> day of 2018-19 school year:

- 1) Students in grade 2; and
- 2) Students in grade 3 (excluding students identified as high achieving academically).

- If you want any other grade levels pre-loaded to your database, you will need to send Lisa an email by Wednesday.
- For the 2020 camps, expect to begin collecting attendance and assessment data in PowerSchool for all students in the camps, regardless of grade level.
- Note: The screenshots in the following slides say 2018, but all of your pages will say 2019

## Summer Reading Camp Data Collection

**Summer Reading Camp 2018  
Student and District Level Data  
Main Page**

**Student Enrollment (Start Here)** Close Database

Student Enrollment (Form View) OR Student Enrollment (Spreadsheet View)

**Student Assessments and SRC Outcomes**

Student Assessments and SRC Outcomes (Form View) OR Student Assessments and SRC Outcomes (Spreadsheet View)

**Student Attendance Rosters**

Attendance Week One Attendance Week Two Attendance Week Three Attendance Week Four  
Attendance Week Five Attendance Week Six Attendance Week Seven Attendance Week Eight

**District Summary Data** **District Data**

District Summary Data Form

**Student and Summary Data Reports** **Report Options**

List of Enrolled Students by Teacher Enrollment Count All Grades Enrollment Count Grade 3

**Exporting Data to Excel**

Export Student Table to Excel AND Export District Summary Table to Excel

The main page is divided into 6 sections with focus on collection of student and school/district data and reporting these data.

- Student Enrollment – This is where you will identify students enrolled in your camp, district and site (school), and the teachers assigned to these students;
- Student Assessments and SRC Outcomes – This is where you will provide some information about the enrolled student’s pre-/post- testing and their individual outcomes from their SRC experience.
- Student Attendance Rosters – This is where you will collect daily attendance information for the students enrolled in your camp.
- District Summary Data – This is where you will enter summary data relating to your camp(s) on a district level, including enrollment counts, teacher counts and the start and end dates and number of in-session days by site/school.
- Student and Summary Data Reports – Provide some counts by school, teacher, and grades, and a list of enrolled students.
- Exporting Data to Excel – This is how you can create Excel data files.

This page contains link buttons to all the SRC features of your database, including data entry forms, data entry spreadsheets, student level and summary reports.

For the next few minutes, we will explore all the options the SRC database provides for recording/reporting data about your SRC student and schools. All features and functions are described in the instruction manual.

# Summer Reading Camp Database

## Student Enrollment: Form View

Student and District Level Data

Summer Reading Camp (SRC) Student Enrollment Data Entry Form  
Summer 2017-2018

\*Summer Reading Camp District: Allendale  
\*Summer Reading Camp School: Allendale Elementary

Student Data

State Studentnumber (Stateid): 999999999  
Student Number (PowerSchoolID): 99999

\*Enrolled in Summer Reading Camp: YES  
\*Enrollment Date: 6/11/2008  
Note: Enrollment Date = First Day of Camp or after. (First day student is expected to attend Camp.)

| Student Last Name | First Name | Middle Name | Suffix | Grade Level | Birthdate |
|-------------------|------------|-------------|--------|-------------|-----------|
| Jones             | Apple      | B           |        | 4           | 6/6/2008  |

Originating District: 9999  
Originating District: Anydistrict  
Originating Schoolcode: 999  
Originating School name: Anyschool

Summer Reading Camp Teacher Data

\*SRC Teacher Lastname: Jones  
\*SRC Teacher Firstname: Barb

Export Student Table to Excel AND Export District Summary Table to Excel

1<sup>st</sup> up is student enrollment...

To start, you will need to enroll your students (or in other words identify your participants.)

There are 2 options for enter enrollment data...

Form View – shown here...

# Summer Reading Camp Database

## Student Enrollment: Spreadsheet

Student and District Level Data  
Main Page

**Student Enrollment (Start Here)**

Student Enrollment (Form View) OR Student Enrollment (Spreadsheet View)

| *Enrolled in Summer Reading Camp | *Enrollment | SRC Teacher Lastname | SRC Teacher Firstname | *Summer Reading Cam | *Summer Reading Camp | Student_Lastname | Student_Firstname | Student_S |
|----------------------------------|-------------|----------------------|-----------------------|---------------------|----------------------|------------------|-------------------|-----------|
| YES                              | 6/5/2018    | Smith                | Ann                   | Abbeville           | 0160017              | Duck             | Daffy             | D         |
| YES                              | 6/5/2018    | Smith                | Ann                   | Abbeville           | 0160017              | Duck             | Donald            | D         |
| YES                              | 6/5/2018    | Smith                | Ann                   | Abbeville           | 0160017              | Mouse            | Mickey            | M         |
| NoShow                           | 6/5/2018    | Smith                | Ann                   | Abbeville           | 0160017              | Sanders          | Witherspoon       | P         |
| YES                              | 6/5/2018    | Smith                | Ann                   | Abbeville           | 0160017              | White            | Snow              | S         |

**Student and Summary Data reports**

District Summary Data Form

List of Enrolled Students by Teacher

Enrollment Count All Grades

Enrollment Count Grade 3

**Exporting Data to Excel**

Export Student Table to Excel AND Export District Summary Table to Excel

and the Spreadsheet View, as shown here...



## Summer Reading Camp Database

### Student Enrollment: Form View Data Entry

The Enrollment Form View allows you to see one student at a time.

Here we point out some features of the form view:

Next Record

Previous Record

Add New Record

Close Form

Dropdown boxes... you will notice that all through the database you will find dropdown boxes – designed to ensure consistency in data entry.

Filter capabilities – right click in the field – refer to detailed instructions for filtering found on page 2 of the instruction document.

If the student is pre-loaded to your database, you will find the student's identifying information – name, grade date of birth, SUN's and PowerSchool Ids and originating district/school.

To enroll a pre-populated student, you will need to fill-in the following 6 fields:

- 1) \*Summer Reading Camp District – this is your district
- 2) \*Summer Reading Camp School – this is the SRC site – dropdown is pre-populated with the schools you provide to us in your SRC survey
- 3) \*Enrolled in Summer Reading Camp – there are 3 options – yes, no or noshow. A noshow student is one who enrolls but never shows.

- 4) \*Enrollment Date - This is the date the student enrolls in the your SRC program. Most students will have the first day of camp. It will never be before the start date or after the end date of camp.
- 5) \*SRC Teacher Lastname – last name for main/primary teacher
- 6) \*SRC Teacher Firstname – first name for main/primary teacher

To add a new student, you will click on the Add New Record button and fill-in all the fields on the form.

# Summer Reading Camp Database

## Student Enrollment: Spreadsheet

### View

| *Enrolled in Summer Reading Camp | *Enrollment Date | *SRC Teacher Lastname | *SRC Teacher Firstname | *Summer Reading Camp | *Summer Reading Camp | Student Lastname | Student Firstname | Student Initial |
|----------------------------------|------------------|-----------------------|------------------------|----------------------|----------------------|------------------|-------------------|-----------------|
| YES                              | 6/5/2018         | Smith                 | Ann                    | Abbeville            | 0160017              | Duck             | Duffy             | D               |
| YES                              | 6/5/2018         | Smith                 | Ann                    | Abbeville            | 0160017              | Duck             | Donald            | D               |
| YES                              | 6/5/2018         | Smith                 | Ann                    | Abbeville            | 0160017              | Mouse            | Mickey            | M               |
| NoShow                           | 6/5/2018         | Smith                 | Ann                    | Abbeville            | 0160017              | Sanders          | Witherspoon       | P               |
| YES                              | 6/5/2018         | Smith                 | Ann                    | Abbeville            | 0160017              | White            | Snow              | S               |

#### Data Elements for Pre-Populated Students

- 1) \*Summer Reading Camp District
- 2) \*Summer Reading Camp School
- 3) \*Enrolled in Summer Reading Camp
- 4) \*Enrollment Date
- 5) \*SRC Teacher Lastname
- 6) \*SRC Teacher Firstname

#### Data Elements for Added Students

- 1) \*Summer Reading Camp District
- 2) \*Summer Reading Camp School
- 3) \*Enrolled in Summer Reading Camp
- 4) \*Enrollment Date
- 5) \*SRC Teacher Lastname
- 6) \*SRC Teacher Firstname
- 7) Student Name (last, first, middle, & suffix)
- 8) Grade Level
- 9) Birthdate
- 10) State ID (SUNS) and PowerSchool ID
- 11) Originating School & District

If you find it difficult to find students in the form view... try the spreadsheet view.

The data is the same in both enrollment view. The student identifying information will be pre-populated for the pre-loaded students and you will add the data found in the 1<sup>st</sup> six columns.

While you can add students using the spreadsheet view, you may find the form view an easier option for adding new students.

# Summer Reading Camp Database

## Student Assessment/Outcome: Form View

The screenshot shows a software window titled "Student Assessment and Outcome Data" for "Summer Reading Camp 2018". The window is divided into several sections. At the top, it displays "Student and District Level Data" with fields for "Summer Reading Camp School" (WESTWOOD ELEMENTARY) and "Summer Reading Camp District" (Abbeville). Below this, there are fields for "Student Data" including "Student Lookup", "State Studentnumber (Stateid)", "Student Number (PowerSchoolID)", "Student\_Last\_Name", "First Name", "Middle Name", "Suffix", "Birthdate", and "Grade". There are buttons for "Next Record", "Previous Record", "Close", and "Form". A section for "Asses" (Assessments) includes fields for "Enter Teacher Last Name", "Enter Teacher's First Name", "Asses", "Pre-As", "Post-As", and "SC Ready Reading Score (if applicable)". Below this, there is a section for "Summer Reading Camp Outcomes" with fields for "This student's current reported grade level is", "If current grade level = 2, complete the following information:", "Progress Toward Proficiency Level", "Post-SRC Promotion Status", "If current grade level = 3, complete the following information:", "Progress Toward Proficiency Level", "Post-SRC Promotion Status", and "If Applicable, select the Good Cause Exemption(s) for Third Grader Only:". This section includes checkboxes for "English Language Learner (ELL)", "Individually Education Plan (IEP)", "504\_Plan", "Previously Retained/2-Year Reading Intervention", "Alternatively Assessed", "Reading Portfolio", "Summer Reading Camp", and "Elective Participation".

Next up – the 2 views for entering student assessment and outcome data.

Just like the enrollment data – you have both form and spreadsheet views ...

To open the assessments and outcomes form/spreadsheet views, you will need to know the last and first names of the teacher to whom you assigned the students from the enrollment form/spreadsheet. If you forget, simply go back to the enrollment form/spreadsheet and look for the students and teacher's names. When you click on either (form or spreadsheet view) Assessments and Outcome buttons, you will be prompted to enter the teacher's last and first names.

Only students enrolled and assigned to the teacher whose name you type in the prompts dialog boxes will appear in the resulting form/spreadsheet.

The form view as show here..

# Summer Reading Camp Database

## Student Assessment/Outcome: Spreadsheet View

Student and District Level Data  
Main Page

Student Assessment and Outcome Data  
Summer Reading Camp 2018

Close Form

Student Name, Birthdate, and Grade Teacher Name

Pre and Post-Assessments

Pre-Assessment Post-Assessment SC Ready Reading Score Pre To Prof

Enter Parameter Value ? X Enter Parameter Value ? X

Enter Teacher Last Name Enter Teacher's First Name

OK Cancel OK Cancel

Attendance Week Five Attendance Week Six Attendance Week Seven Attendance Week Eight

District Summary Data Student and Summary Data Reports

District Summary Data Form List of Enrolled Students by Teacher Enrollment Count All Grades Enrollment Count Grade 3

Exporting Data to Excel

Export Student Table to Excel AND Export District Summary Table to Excel

And the spreadsheet view – here...

# Summer Reading Camp Database

## Student Assessment/Outcome: Form View

**Student Assessment and Outcome Data**  
Summer Reading Camp 2018

Summer Reading Camp School: WESTWOOD ELEMENTARY  
Summer Reading Camp District: Abbeville

**Student Data:** Student Lookup: [Field] [New] [Previous] [Close]  
State Student Number (Stateid): 999999992 [Record] [Record] [Form]  
Student Number (PowerSchoolID): 99992  
Student Last Name: Charming First Name: Prince Middle Name: C Suffix: Birthdate: 2/20/2009 Grade: 3  
SRC Teacher Last Name: Smith SRC Teacher First Name: Ann

**Assessment Data for All Students Enrolled in Summer Reading Camp:**  
Pre-Assessment Tool: Fountas and Pinnell Pre-Assessment Score: D  
Post-Assessment Tool: Fountas and Pinnell Post-Assessment Score: E  
SC Ready Reading Score (if applicable): Not Met/Below

**Summer Reading Camp Outcomes:** This student's current reported grade level is: 3

If current grade level = 2, complete the following information:  
Progress Toward Proficiency Level: Post-SRC Promotion Status:

If current grade level = 3, complete the following information:  
Progress Toward Proficiency Level: Growth/Gain Post-SRC Promotion Status: Promoted

If Applicable, select the Good Cause Exemption(s) for Third Grader Only:  
English Language Learner (ELL) YES NO Alternatively Assessed NO NO  
Individualized Education Plan (IEP) NO NO Reading Portfolio NO NO  
SQA Plan YES NO Summer Reading Camp YES YES  
Previously Retained/2-Year Reading Intervention NO NO Elective Participation NO NO

Brackets on the right side of the form indicate:  
- All or Appropriate Grade Levels (Assessment Data)  
- 2nd Graders (Summer Reading Camp Outcomes)  
- 3rd Graders (Good Cause Exemption(s) for Third Grader Only)

Once you enroll a student, you can begin entering the assessment data you collect for the student and at the end of camp the outcome indicators.

The student identification information will be populated in the form for all students enrolled for the teacher you enter in the prompt. There is an additional lookup feature on this page. Click on the Student Lookup field and enter the teacher last and first names to activate the dropdown box. The dropdown box will contain all the student assigned to this teacher... click on the student name and the student information will populate the form.

The Student Assessments and SRC Outcomes Form/Spreadsheet views are where these data will need to be entered for the following two sections of the form:

Assessment Data for All Students Enrolled in Summer Reading Camp

- Pre-Assessment Tool (drop-down box);
- Pre-Assessment Score;
- Post-Assessment Tool (drop-down box);
- Post -Assessment Score; and
- SC Ready Reading Score (drop-down box - if applicable to the student – i.e., grade levels 3 or above.)

Summer Reading Camp Outcomes for Students in Grade Levels 2 and/or 3

- a. Progress toward proficiency (drop-down box) for students in grade levels 2 and 3;
- b. Post-SRC Promotion Status (drop-down box) for students in grade levels 2 and 3;
- c. Applicable Good Cause Exemptions (yes or no) for students in grade level 3 only and select all GCE's as applicable to the student.)

Grade level in the database is based on the grade level of the student as of the 135<sup>th</sup> day of 2018-19.

# Summer Reading Camp Database

## Student Assessment/Outcome: Spreadsheet View

**Student Assessment and Outcome Data**  
Summer Reading Camp 2018

Close  
Form

| Student Name, Birthdate, and Grade |        |        |        |           | Teacher Name |       |       |           |         |           |                |
|------------------------------------|--------|--------|--------|-----------|--------------|-------|-------|-----------|---------|-----------|----------------|
| Last                               | First  | Middle | Suffix | Birthdate | Grade        | Last  | First | District  | School  | Stateid   | PowerSchool ID |
| Shaming                            | Prince | C      |        | 2/20/2009 | 3            | Smith | Ann   | Abbeville | WESTWOL | 999999992 | 99992          |
| Duck                               | Daffy  | D      |        | 3/15/2010 | 3            | Smith | Ann   | Abbeville | WESTWOL | 999999996 | 99996          |
| Duck                               | Donald | D      | Jr.    | 3/15/2010 | 3            | Smith | Ann   | Abbeville | WESTWOL | 999999997 | 99997          |
| Mouse                              | Mickey | M      |        | 2/15/2010 | 3            | Smith | Ann   | Abbeville | WESTWOL | 999999999 | 99999          |
| White                              | Snow   | S      |        | 5/6/2009  | 3            | Smith | Ann   | Abbeville | WESTWOL | 999999994 | 99994          |

| Pre and Post-Assessments |       |                 |       | 2nd Graders Only       |                             | 3rd Graders Only |                             | Good Cause Exemptions (Select All Applicable) |     |     |          |                     |                    |                   |                     |                        |  | 3rd Graders Only |  |
|--------------------------|-------|-----------------|-------|------------------------|-----------------------------|------------------|-----------------------------|---|-----|-----|----------|---------------------|--------------------|-------------------|---------------------|------------------------|--|------------------|--|
| Pre-Assessment           |       | Post-Assessment |       | SC Ready Reading Score | Progress Toward Proficiency | Promotion Status | Progress Toward Proficiency | Promotion Status                              | ELL | IEP | 504 Plan | Previously Retained | Alternate Assessed | Reading Portfolio | Summer Reading Camp | Elective Participation |  |                  |  |
| Tool Name                | Score | Tool Name       | Score |                        |                             |                  |                             |   |     |     |          |                     |                    |                   |                     |                        |  |                  |  |
| Fountas and              | D     | Fountas and     | E     | Not Met                |                             |                  | Growth                      | Promo   | YES | NO  | YES      | NO                  | NO                 | NO                | YES                 | NO                     |  |                  |  |
| Fountas and              | a     | Fountas and     | a     | Met/At                 |                             |                  | Regress                     | Retain  | YES | YES | YES      | YES                 | YES                | NO                | NO                  | YES                    |  |                  |  |
| DRA2                     | a10   | DRA2            | a10   | Not Met                |                             |                  | Maintain                    | Promo   | YES | YES | YES      | YES                 | YES                | NO                | NO                  | NO                     |  |                  |  |
| Dominie                  | 10    | Dominie         | 100   | Met/At                 |                             |                  | Growth                      | Retain  | YES | YES | YES      | YES                 | YES                | NO                | NO                  | NO                     |  |                  |  |
| Not Tested               |       | Not Tested      |       | Not Met                |                             |                  | Maintain                    | Promo   | YES | YES | YES      | YES                 | YES                | NO                | NO                  | NO                     |  |                  |  |

The assessment outcome spreadsheet view has the same data entry functions as the form view – but allows you to see multiple students at one time.



## Summer Reading Camp Database

The screenshot shows the 'Summer Reading Camp 2018 Student and District Level Data Main Page'. It features several functional areas:

- Student Enrollment (Start Here):** Includes buttons for 'Student Enrollment (Form View)' and 'Student Enrollment (Spreadsheet View)', with a 'Close Database' button.
- Student Assessments and SRC Outcomes:** Contains input fields for 'Enter Teacher Last Name' and 'Enter Teacher's First Name', each with 'OK' and 'Cancel' buttons.
- Attendance Tracking:** A grid of buttons labeled 'Attendance Week One' through 'Attendance Week Eight'. A red rectangle highlights this entire grid.
- District Summary Data:** Includes a 'District Summary Data Form' button.
- Student and Summary Data Reports:** Includes buttons for 'List of Enrolled Students by Teacher', 'Enrollment Count All Grades', and 'Enrollment Count Grade 3'.
- Exporting Data to Excel:** Includes buttons for 'Export Student Table to Excel' and 'Export District Summary Table to Excel'.

Collection of Attendance Data is next-up

The database has been set-up to allow for collection of daily attendance (Monday – Saturday) up to 8 weeks.

# Summer Reading Camp Database

## Student Attendance Rosters

| Lastname | Firstname | Middlename | Suffix | Birthdate | Grade | School  | Teacher_Lastname | StateID   | Student Number | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------|-----------|------------|--------|-----------|-------|---------|------------------|-----------|----------------|--------|---------|-----------|----------|--------|----------|
| Shaw     | Prince    | C          |        | 2/20/2009 | 3     | 0160017 | Smith            | 999999992 | 99992          | YES    | YES     | YES       | YES      | YES    | YES      |
| Duck     | Daffy     | D          |        | 3/13/2010 | 3     | 0160017 | Smith            | 999999996 | 99996          | YES    | YES     | NO        | NO       | YES    | YES      |
| Duck     | Donald    | D          | Jr.    | 3/13/2010 | 3     | 0160017 | Smith            | 999999997 | 99997          | YES    | YES     | NO        | YES      | YES    | YES      |
| Mouse    | Mickey    | M          |        | 2/13/2010 | 3     | 0160017 | Smith            | 999999999 | 99999          | YES    | YES     | NO        | YES      | YES    | YES      |
| White    | Snow      | S          |        | 5/6/2009  | 3     | 0160017 | Smith            | 999999994 | 99994          | YES    | YES     | YES       | YES      | YES    | YES      |

**There are eight separate forms for collecting attendance.**

**Note: Take attendance only for days camp is in session.**

When you click on any of the weekly attendance roster buttons, you will be prompted to type the teacher's last and first names. Only the students enrolled and assigned to this teacher will appear in the attendance collection spreadsheets. Each spreadsheet allows for the collection of one week's daily attendance, Monday through Saturday. Each daily block contains a dropdown option box, allowing for a value of "YES", "NO" or remains null/blank/no value.

"YES" = student present for all or part of the in-session day;

"NO" = student not present for any part of the in-session day; or

Leave blank/no value = camp not in-session that day/no student attendance expected on that day.

# Summer Reading Camp Database

Summer Reading Camp 2018  
Student and District Level Data  
Main Page

Student Enrollment (Start Here) Close Database

Student Enrollment (Form View) OR Student Enrollment (Spreadsheet View)

Student Assessments and SRC Outcomes

Student Assessments and SRC Outcomes (Form View) OR Student Assessments and SRC Outcomes (Spreadsheet View)

Student Attendance Rosters

Attendance Week One Attendance Week Two Attendance Week Three Attendance Week Four  
Attendance Week Five Attendance Week Six Attendance Week Seven Attendance Week Eight

**District Summary Data**

District Summary Data Form

Student and Summary Data Reports

List of Enrolled Students by Teacher Enrollment Count All Grades Enrollment Count Grade 3

Exporting Data to Excel

Export Student Table to Excel AND Export District Summary Table to Excel

That's all for student data entry...

Now for District and School related data collection...

Your 4-digit district code will unlock the form.

# Summer Reading Camp Database

## District Summary Data

**District Summary Data**  
Summer Reading Camp 2018

District code:  District:  Close Form

**Contact Person (Person submitting this information)**

Last Name:  E-mail:   
First Name:  Telephone:

**District Level Invite, Eligibility, and Enrollment Information (Enrollment Counts can be verified using the Summary Reports)**

Number of Students Invited to Participate in SRC by Grade Level:  K-2  Grade 1  Grade 2  Grade 3  Grade 4  Grade 5

Number of 3rd Grade Students Eligible to Participate in SRC:

Number of Students Enrolled in SRC:  Number of 3rd Graders Enrolled in SRC:

**District Level Teacher Information**

Number SRC Teachers:  Number of SRC Teachers with Literacy Endorsement:

**Other District Level Information - SRC**

Participate in Feeding Program? ☐ Yes ☐ No

Were Fees Charged? ☐ Yes ☐ No Total Fees Amount Collected:

**School Information**

| Number SRC Sites/Schools | Name   | Start Date | End Date | # Days in Session |
|--------------------------|--------|------------|----------|-------------------|
| SRC - Site 1:            | SCHOOL |            |          |                   |
| SRC - Site 2:            | SCHOOL |            |          |                   |
| SRC - Site 3:            | SCHOOL |            |          |                   |
| SRC - Site 4:            | SCHOOL |            |          |                   |
| SRC - Site 5:            | SCHOOL |            |          |                   |
| SRC - Site 6:            | SCHOOL |            |          |                   |
| SRC - Site 7:            | SCHOOL |            |          |                   |
| SRC - Site 8:            | SCHOOL |            |          |                   |
| SRC - Site 9:            | SCHOOL |            |          |                   |
| SRC - Site 10:           | SCHOOL |            |          |                   |
| SRC - Site 11:           | SCHOOL |            |          |                   |
| SRC - Site 12:           | SCHOOL |            |          |                   |
| SRC - Site 13:           | SCHOOL |            |          |                   |
| SRC - Site 14:           | SCHOOL |            |          |                   |
| SRC - Site 15:           | SCHOOL |            |          |                   |
| SRC - Site 16:           | SCHOOL |            |          |                   |
| SRC - Site 17:           | SCHOOL |            |          |                   |
| SRC - Site 18:           | SCHOOL |            |          |                   |
| SRC - Site 19:           | SCHOOL |            |          |                   |
| SRC - Site 20:           | SCHOOL |            |          |                   |

The District Summary Form contains some basic information about your SRC program on the school and/or district level. The following includes data elements to be collected through the District Summary Form:

- Contact information for person completing the form (The pre-populated with the contact information for the person completing the information in 2019 will need to be updated);
- Number of students by grade invited to participate in SRC;
- Number of students in 3<sup>rd</sup> grade eligible to participate in SRC;
- Number of students enrolled in SRC for all grade levels and in grade level 3;
- Number of SRC teachers and number of SRC teachers with add-on literacy endorsement;
- Feeding program participation during SRC and if applicable, SRC fees charged and collected;
- Camp start and end dates; and
- Number of days each participating site/school is providing SRC (for calculating attendance rates.)

# Summer Reading Camp Data Collection

**Summer Reading Camp 2018**  
**Student and District Level Data**  
**Main Page**

**Student Enrollment (Start Here)** Close Database

Student Enrollment (Form View) OR Student Enrollment (Spreadsheet View)

**Student Assessments and SRC Outcomes**

Student Assessments and SRC Outcomes (Form View) OR Student Assessments and SRC Outcomes (Spreadsheet View)

**Student Attendance Rosters**

Attendance Week One Attendance Week Two Attendance Week Three Attendance Week Four  
Attendance Week Five Attendance Week Six Attendance Week Seven Attendance Week Eight

**District Summary Data** District Summary Data Form

**Student and Summary Data Reports** (highlighted with a red box)

List of Enrolled Students by Teacher Enrollment Count All Grades Enrollment Count Grade 3

**Exporting Data to Excel**

Export Student Table to Excel AND Export District Summary Table to Excel

Next are your report options:

# Summer Reading Camp Database

## Student Enrollment Reports

The screenshot displays a database application interface. The main window is titled "SRC\_Enrolled\_Count\_Grade\_3". It features a header for "Summer Reading Camp - Student Enrollment Count 2017-2018" and a sub-header "Grade 3 Only by School and Teacher". Below this is a table with columns: District, School, Teacher Last Name, Teacher First Name, Grade Level, and Number Students Enrolled. The table contains two rows of data. To the left of the main window is a smaller window titled "SRC\_Student\_Enrollment\_Report" showing a list of districts. To the right is another window titled "Teacher - SRC\_Teacher" showing a list of teachers. At the bottom of the main window, there is a "Total Enrolled:" label followed by a text box containing the number 6.

| District        | School                   | Teacher Last Name | Teacher First Name | Grade Level | Number Students Enrolled |
|-----------------|--------------------------|-------------------|--------------------|-------------|--------------------------|
| 0629            | KELLY EDWARDS ELEMENTARY | Jones             | Barb               | 3           | 1                        |
| 0160            | WESTWOOD ELEMENTARY      | Smith             | Ann                | 3           | 5                        |
| Total Enrolled: |                          |                   |                    |             | 6                        |

### List of Enrolled Students by Teacher

### Enrollment Count of 3<sup>rd</sup> Graders by Teacher

### Enrollment Count by Grade and Teacher

Clicking on the “List of Enrolled Students by Teacher” button will prompt you to enter the teacher name. A list of enrolled students assigned to this teacher will appear.

Check out the two count reports found under the heading Student and Summary Data Reports on the Main Page. Clicking on the count report buttons results in the compilation of counts by grade and teacher and the total count of all students enrolled and count of students enrolled in grade 3.

## Summer Reading Camp Data Collection

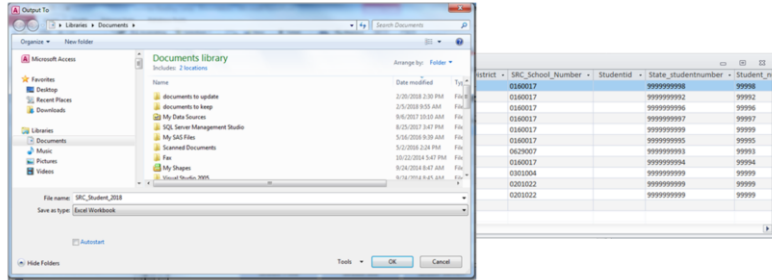
The screenshot shows a web application interface titled "Summer Reading Camp 2018 Student and District Level Data Main Page". The interface includes several sections with buttons for data collection:

- Student Enrollment (Start Here)**: Buttons for "Student Enrollment (Form View)" and "Student Enrollment (Spreadsheet View)", separated by an "OR" label. A "Close Database" button is also present.
- Student Assessments and SRC Outcomes**: Buttons for "Student Assessments and SRC Outcomes (Form View)" and "Student Assessments and SRC Outcomes (Spreadsheet View)", separated by an "OR" label.
- Student Attendance Rosters**: Buttons for "Attendance Week One" through "Attendance Week Eight".
- District Summary Data**: A button for "District Summary Data Form".
- Student and Summary Data Reports**: Buttons for "List of Enrolled Students by Teacher", "Enrollment Count All Grades", and "Enrollment Count Grade 3".
- Exporting Data to Excel**: A red box highlights two buttons: "Export Student Table to Excel" and "Export District Summary Table to Excel", separated by an "AND" label.

There are two buttons at the bottom of the Main Page, one for the student level data and one for the district level data. Once you click on a button you will be prompted to select a location to save the select table as an Excel formatted document/file. The Excel files will contain all data from the SRC\_Student\_Table or SRC\_District\_Summary\_Table.

# Summer Reading Camp Database

## Export Data Files to Excel



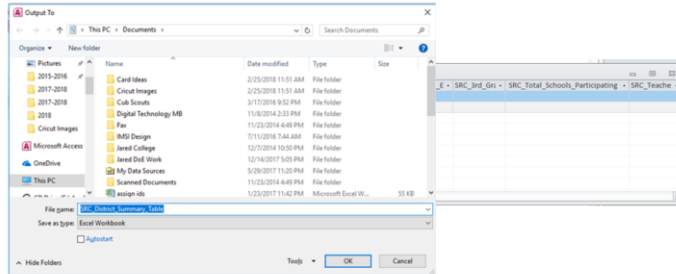
## SRC Student Data

Student data



# Summer Reading Camp Database

## Export Data Files to Excel



## SRC District Data

District data

## **Summer Reading Camp Data Collection**

### **Submitting Data to the SCDE**

If you are using only one copy of the database to enter the data, all you will need to do to return the database to the SCDE is to upload the file to the Advance Data Transfer (ADT) System on the Member Center in the Technology Coordinator folder.

Your District Technology Coordinator should be able to assist you with the download and upload of the database.

## Summer Reading Camp Data Collection

### Submitting Data to the SCDE

You will need to rename the Access database to meet the following naming convention before uploading to the ADT.

**SRC\_2019\_####\_respond**

## **Summer Reading Camp Database**

### **Submitting Data to the SCDE**

If you used multiple copies of the database and need assistance combining the data for submission, please send me an e-mail and I will provide instruction and assistance.

Lisa Woodard

[lwoodard@ed.sc.gov](mailto:lwoodard@ed.sc.gov)

803-734-8573



## Accessing Information

- On the SC Dept. of Education website:
  - Click Instruction
  - Click Early Learning and Literacy
  - Click Read to Succeed
  - Click Summer Reading Camp



Molly M. Spearman – State Superintendent of Education

Questions?



## Contact Information

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Molly M. Spearman – State Superintendent of Education